

GEMQ Meeting

March 22, 2021 • 3:00pm – 5:00pm • via zoom

	Members	Liaisons/Admin./Staff/Guests
x	Wendy McKeen, Chemistry	X Brandon Owashi, I.E.
x	Kristine Di Memmo, <i>Planning and Development</i>	X Adriana Pinon
x	Malika Bratton, <i>Nursing</i>	
x	Tristian Morales, ASRCC	
x	<i>John Byun, Music</i>	
x	<i>James Cheney, Physics</i>	
x	<i>Bryn Glover, I.E., Grants</i>	
x	Shannon Hammock, Library	
x	Rebecca Kessler, <i>CTE, Cosmetology</i>	
	Stephanie Lowry, <i>Nursing</i>	
x	Louie McCarthy, <i>I.T. Analyst</i>	
	Wendy McEwen, <i>Institutional Effectiveness</i>	
	<i>Michael Medina, CTE</i>	
x	Cynthia Morrill, <i>English & Media Studies</i>	
x	<i>Linda Sing, Library</i>	
x	<i>Johanna Vargas, Veterans</i>	
	<i>Sharon Walker, Umoja</i>	
x	<i>Lucretia Wright, Communication Studies</i>	

1. Call to order – 3:04pm
2. Approval of Agenda – M/S/C - J. Vargas/M. Bratton
3. Approval of Minutes (February 22, 2021) – M/S/C R. Kessler/L. McCarthy approved by consensus
4. Old Business/Action Items
 - a. GEMQ/Prioritization Survey
 - We are in the process of creating the survey, piece together information to help figure out what went right, what went wrong in the prioritization process.
 - Rough draft phase of questions, how useful did you find it, put a hyperlink in the executive summaries that takes you to more detailed information.
 - Voice concerns.
 - Identify the source of funding and how did it influence decisions.
 - Overall consensus with faculty co-chairs was to be involved in the process earlier. GEMQ will be involved sooner and get the documents out with more time to look it over.
 - Microsoft teams underused and/or inconsistently used by VP's.
 - Did you attend information session provided, did you find it helpful, were your questions addressed, what did you find most challenging about the process.
 - Did you attend the Q&A sessions provided? Would you find more than one session useful? Offer an evening session.
 - Get physical data we can look at to see what worked. All of it together in one location.
 - Ongoing discussion on the draft survey
 - The prioritization process goal was to add more time for the LC's to look it over, extra dates added, needs to be run by program review, plans are released, vote, rank, then send off to President.

- Timeline of two months enough time to make informed decisions?
 - What did you find most challenging about the overall process? Include any suggestions for improvement.
 - Work with Wendy to put this into a more formal format, get her feedback for data that can be measured. Then bring back to GEMQ.
- b. Student FAQ's for joining leadership councils
- Students have become more involved, they have questions. How can we downsize the document for them.
 - GEMQ to design a FAQ sheet, cheat sheet, explaining their role, what you need to know. Start with GEMQ and then share with the other LC's.
 - Suggestion to do flyers instead of emails. Bold and main points, posting on ASRCC, clubs, ask student body to share information. Have instructors share on canvas hub.
 - FAQ sheet is also helpful for classified professionals, faculty, students and administrators to explain our purpose as a council member.
- Next GEMQ meeting bring student and staff questions for the FAQ document.
5. New Business
- a. Program Review Committee Charge
- GEMQ is now encompassing a larger role in assessment and prioritization process. Program review is part of this. Disciplines, departments write in their requests. Program review committee recognizes GEMQ takes a more active role. Program review revised their charge to reflect what they accurately do.
 - Discussion on current charge vs. proposed charge. Help provide data coaching, planning coaching to various chairs and those that write program reviews. Plan is to hold Q&A sessions to help faculty. Still responsible for evaluating and assessing the discipline and department level. Suggestion to revise the template.
 - Program review members to make sure there is communication between all parties as a whole.

Motion to approve the program review charge, program review will take to senate. Approve with corrections to year 2021 *M/S/C – L. Sing/S. Hammock*

b. Prioritization Timeline

i. GEMQ Review – Annual Timeline

- Tabled until program review committee can review.
- Things will start to get busy around the middle of May, have until June 4th to get through checklist etc.

1. Expectations from GEMQ
 - Kristi went over the changes to the strategic responsibilities and operational responsibilities that we discussed at the previous meeting.
 - Send forth to academic senate as our new responsibilities.
M/S/C – S. Hammock/W. McKeen

2. Review and approve 2021 checklist
 - Proposed 2021-2022 GEMQ checklist, prioritization 101, college goals, guided pathways, equity documents. What worked well what didn't.
 - Resource request form is the delineation what is considered safety, lifecycle request. Been asking RDAS for this for 5-6 years now. We need the resource request for the items that shouldn't need prioritization.
 - Include 2021-2022 prioritization checklist, updated one pager for the different plans, GP plan, Equity Plan.
 - Agreed to utilize the checklist for the prioritization coming up.

6. Committee Reports

a. Student Equity (Brandon Owashi)

- The committee participated in NAPE training.
- Center for Urban Education gave feedback to inform our goals moving forward.
- Equity alliance is still selecting people to participate in different workshops.
- Reach out to Sanchez or Woods if you want to attend Bettina Love.
- Bettina Love was the keynote speaker for ASHIE, she is very good.
- Bettina Love book club discussion every couple weeks, different people lead the discussion. If interested reach out to Star Taylor to join book discussion. If you want a book reach out to Melinda or Kristi.

b. Program Review Committee

- Talked about new charges, survey discussion.
- Program review has never had a clear charge, helps to draw a line between program review and prioritization.

c. Assessment Committee – no report

d. Report from EPOC (Wendy McKeen)

- GP plan voted on finalized, adopted.
- Discussion on returning to campus, ASRCC VP shared some of the students feelings on returning in fall. Several people advocating for our constituent groups, getting information we need, protection protocols, hoping to have a safe happy return to the college.
- 80 percent face to face, a lot of people upset. Right now it's best case scenario.
- Emergency DE still in place.

- Library has laptops still available for students. Hotspots available for checkout.
 - College wide computer replacement with docking station/laptop set up in place.
- e. Methods and Metrics (Brandon Owashi)
- o Still working on Strategic goals.
 - o Working on degrees and transfer.
- f. Call to Action Taskforce Updates (Malika Bratton)
- o Planning-timeline
 - o Lasana Hotep - district equity audit
 - o Organizational culture assessment – indicate how often college documents use terms such as social justice, equity, white privilege, race, inequities, cultural competence, inclusion.

Equity Audit:

BUILDING AWARENESS OF CULTURE.

An equity audit is an inclusive and collaborative process that helps organizations identify where they are on the continuum of equity and anti-oppression practices. Our equity assessments focuses specifically on gender equity, racial equity, LGBTQIA+ equity, language, and accessibility. The goal is to help organizations develop awareness of key challenges in building and maintaining a brave, equitable, and resilient organizational culture that aligns with their values.

WHAT'S INVOLVED:

Analysis of HR policies, internal communications, external communications and messaging, and accountability practices (staff and leadership teams)

Research to understand the history of the organization and its culture

Case studies to identify and understand inequitable organizational practices (communications, accountability frameworks, policies, etc.,)

Actionable recommendations for incorporating equity-centered, anti-oppressive frameworks into the structure of the organization.

Meeting adjourned 5:03 pm

Minutes submitted by: Melinda Miles